

INSTRUCTIONS AND DEFINITIONS FOR THE 2002-2003 PUPIL HEADCOUNT REPORT (IM-4203)

Modified for Reporting Grades 9, 10, 11, and 12 only

RACIAL AND ETHNIC CATEGORIES

Information is necessary regarding gender and racial-ethnic characteristics of students. The Center for Educational Performance and Information (CEPI) collects racial and ethnic data as prescribed in Directive No. 15, "Race and Ethnic Standards for Federal Statistics and Administrative Reporting."

This Directive provides standard classifications for record keeping, collection, and presentation of race and ethnicity data in Federal program administrative reporting and statistical activities. These classifications should not be interpreted as being scientific or anthropological in nature, nor should they be viewed as determinants of eligibility for participation in any federal program. They have been developed in response to needs expressed by both the Executive Branch and the Congress to provide for the collection and use of compatible, nonduplicated, exchangeable racial and ethnic data by federal agencies.

For the purposes of this report, a pupil may be included in the group to which he or she appears to belong, identifies with, or is regarded in the community as belonging. However, no pupil should be counted in more than ONE racial/ethnic group which are as follows:

American Indian or Alaskan Native: A person having origins in any of the original peoples of North America, or who maintains cultural identification through tribal affiliation or community recognition.

Asian or Pacific Islander: A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian sub-continent, or the Pacific Islands.

Black, not of Hispanic Origin: A person having origins in any of the black racial groups of Africa.

Hispanic: A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish Culture or origin, regardless of race.

White, not of Hispanic Origin: A person having origins in any of the original peoples of Europe, North Africa or the Middle East.

TRANSFER INFORMATION

CEPI requires information about pupils who transfer or are retained in a grade in order to compile accurate dropout, graduation and retention rates for each school district. Information regarding pupils who transfer in, transfer out, and transfer to an alternative school---as well as other transfers during the year (i.e., mid-year promotions, changes in grade levels, etc.) **should be maintained and retained by the school district.**

The information for transfer in, transfer out, other transfers and transfers to alternative programs as well as graduates will be first recorded on the building level forms and then electronically summarized to show district-level totals.

TRANSFERS IN FROM OTHER DISTRICTS*

These are new enrollees in a school district whose records (or verification of transfer) have been received from the district of origin. Normal end-of-year movement within the school district does not apply (i.e., pupils moving from a middle school/junior high to a high school).

TRANSFERS OUT TO OTHER DISTRICTS*

These are pupils who transfer out of a school district to another school district. In order to be listed in this category, a pupil's records (or verification of transfer) must have been sent to the receiving district. Pupils who are deceased will be placed in this category. Normal end-of-year movement within the school district does not apply. (See above paragraph.)

**Besides other public schools, "districts" are considered to be (defined as) nonpublic schools, charter schools (PSAs) and home schools.*

TRANSFERS TO ALTERNATIVE PROGRAMS

See Alternative/Special Schools (below) for more specific information regarding students transferring to/from alternative schools and/or programs.

VERIFICATION OF TRANSFER

When a pupil's records are not requested and the pupil transfers to another public school district in the state, out of state, to a charter school (PSA), home school, or to a nonpublic school, a letter from the pupil's parent(s) indicating a transfer will be acceptable as verification and should be retained in the school records. When school districts refuse to send a pupil's records, the pupil's presence will verify the transfer.

WITHIN DISTRICT TRANSFERS

IN and OUT of Same District: These include pupils who are promoted (or demoted) at midyear due to a re-evaluation of credits earned. This would mainly occur when a pupil who is listed as an eleventh grader last year could be re-evaluated and graduate in June because of credits earned in summer school and/or the first semester of the current school year. The result would be a Transfer Out of Grade 11 and a Transfer Into Grade 12. Not all districts have a policy to re-evaluate pupils' credits at midyear.

This is also the section that would include information about pupils who transfer between buildings within the same district. **If there is only one high school (and no policy to re-evaluate credits earned at midyear), there should be no data entered under either Within District Transfer column.**

GRADUATE INFORMATION

Districts are asked to place the number of high school graduates* into one of the four following categories:

1. Regular graduates are those graduates receiving a diploma from a regular high school program.
2. Alternative program graduates are those graduates receiving a diploma from an alternative program.
3. High school equivalence certificates are given to those pupils who passed the GED test and are under 20 years of age who meet the required criteria.
4. Other certificates (certificate of attendance/completion) are given for other reasons.

**Any pupil graduating in one of the above listed categories between September 26, 2001, and September 24, 2002, should be listed.*

ALTERNATIVE/SPECIAL SCHOOLS

The Pupil Headcount Report calls for identifying pupils who transfer to an alternative school. There is not a precise or common definition of an alternative school. However, Alternative Schools must have the following characteristics:

- Usually serves pupils between the ages of 16 and 20. There are some programs for younger pupils.
- Operates for a minimum of 1,098 clock hours and operate 180 days, unless a waiver is obtained. The alternative education program cannot operate for less than 150 days.
- Is an identifiable program not regularly available to general school district pupils.
- Program support services which exceed those generally available within the school district will be provided.
- Pupils under the age of 16 will not share classrooms with adults age 20 and over.
- May serve pupils with multiple special characteristics and needs.

Alternative Education pupils will be recorded as transferred out of the regular program and transferred into the alternative school.

The Special Program Alternative has these characteristics:

- Classes usually meet during the normal school day.
- Pupils are required to take a full academic program in order to graduate in as close to a four-year period as possible.
- Pupils are allowed and perhaps encouraged to return to the regular high school program for graduation.

NOTE: For the Special Program Alternative, no transfer information will be recorded from the original school building. One determining factor is whether or not pupil records are moved. **If the records are not moved, do NOT include the pupil as a transfer.**

SPECIAL CATEGORIES

Pupils Retained in Grade: Enter the total number of pupils in each of the grades (9-12 ONLY) from the previous school year who were retained in the same grade (not promoted) on the Fall Count Day this year. NOTE: This is an end-of-year procedure, compared to the within district transfers which occur at midyear.

Foreign Exchange Pupil: Foreign exchange pupils should be counted as a transfer in and transfer out (or as a graduate if a 12th grade pupil).

Migrant Pupils: A pupil who has moved with a parent or guardian employed in interstate or intrastate agriculture, fishing, or in related processing directly related to the cultivation or harvesting of trees is classified as a:

1. "Migratory" pupil--If a pupil does NOT remain in the same district for the entire academic year. *"Migratory" pupils should NOT be included in any counts for the Pupil Headcount Report.*
2. "Settled in" pupil--If a pupil remains in the same school building/district for more than one entire academic year. *"Settled in" pupils should be treated as regular pupils and placed in the appropriate category (i.e., transfer in, transfer out, etc.).*

MISCELLANEOUS

Deaths: Deceased pupils should be recorded as a transfer out.

FTE/Headcount: The FTE total can equal the headcount total but in most cases, they will not be equal.

Pupil Count: The pupil is to be counted for this report by the building that maintains the pupil's record.

Within District Transfers In/Out: Record grade level changes within a building as a result of re-evaluation of credits. For example, a student in Grade 11 has a credit check *at midyear* and now has the required credits to be placed in Grade 12.